



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 06/14/2023

APPLICATION DUE BY: 07/05/2023

Title: Senior Attorney
Starting Salary: \$88,161.00

Location: Division Headquarters – Central Records Bureau
1220 Washington Avenue
Building 22
Albany, New York 12226
Albany County

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PS&T

The Senior Attorney assigned to the New York State Police Central Records/FOIL Unit, under the direction of Division Counsel, is responsible for overseeing the activities of the Central Records personnel, under the direct supervision of an Administrative Specialist, and the activities of the Freedom of Information Law (FOIL) Unit. In addition, the Senior Attorney shall perform the duties required by the Division's Records Access Officer in accordance with Rule 8 (NYCRR 483.3) and Article 6 of the Public Officers Law.

Duties and Responsibilities:

Freedom of Information Law (FOIL) Responsibilities:

- Manages the New York State Police Central Records/FOIL Unit.
- Researches and responds to inquiries concerning legal Records/FOIL issues.
- Drafts letters and responses on behalf of the Superintendent of New York State Police.
- Coordinates with and assists Division Counsel with implementing Division policy and legal mandates related to FOIL requests.
- Handles FOIL requests and appeals, communicates with agency staff, insurance agents, private investigators, media personnel and the public on actual and/or potential requests and coordinates press requests with the Division Public Information Office.

- Provides ongoing assistance to Records/FOIL Staff and Division Headquarters Executive Staff.
- Maintains and utilizes databases and other time management tools to monitor compliance relative to timeliness of responses and appropriateness of released materials.
- Makes recommendations to Division Counsel regarding FOIL appeals.

Subpoena, Records Retention and Other Records-Related Responsibilities:

- On an ongoing basis, provides technical assistance on various subpoenas and records issues, including privacy-related matters, discovery demands and records retention.
- Prepares documents in response to court orders on subpoenas and appears in court, if needed.
- Functions as liaison between the Division of State Police Counsel's Office and the Office of the Attorney General in connection with designated litigation.
- Coordinates with the Division on strategy, papers and discovery in related litigation and recommends settlements and adjustments.

Minimum Qualifications:

- Candidates must have a law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and two (2) years of post-bar legal experience.
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preference will be given to candidates who possess the following:

- Ability to rapidly understand provisions of applicable law and regulations.
- Ability to handle multiple matters under pressure and deadlines.
- Ability to write clearly and concisely.
- Ability to conduct legal research efficiently.
- Experience in FOIL.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

HOW TO APPLY:

Kindly send a letter of intent and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit*